



King County

Project/Program Manager IV
DEPARTMENT OF ADULT AND JUVENILE DETENTION
Annual Salary Range : \$71,245 - \$90,307
Job Announcement No.: 06RF5773
OPEN: 1/11/06 CLOSE: 1/27/06

WHO MAY APPLY: This position is open concurrently to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted. **Applications not received at the location specified may not be processed.** Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing 1) how you meet or exceed the job qualifications and 2) one example where your analyses and recommendations on a complex corrections or criminal justice issue directly lead to a change in policy and/or improvements to operations. PLEASE NOTE: The official King County application form and applicant data sheet are required.

WORK LOCATION: DAJD Administrative Offices, Suite E-245, King County Courthouse, 516 – 3rd Avenue, Seattle, WA 98104.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act and is not overtime eligible. The normal workweek is Monday through Friday. As necessary, evening, weekend and/or holiday work may be required to complete special projects.

PRIMARY JOB DUTIES: This position provides technical expertise, strategic planning services, and leadership to senior management and multi-agency teams in the areas of criminal justice research, planning, conducting complex analysis in support of departmental projects (e.g. annual budget) and county wide data development, legislative analysis, detention services and technical contracting, policy

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/jobs/> Website Address 711 TTY

development, and county-wide criminal justice initiatives. This position also facilitates the development, implementation, and/or modification of many of the department's management information systems. This position reports to the Chief of Administration.

ESSENTIAL FUNCTIONS:

1. Direct the development of and/or conduct quantitative analyses and modeling for criminal justice projects related to the work of the department.
2. Represent the DAJD Director and Chief of Administration on various criminal justice and intergovernmental committees and contract negotiations.
3. Research, develop, implement, and evaluate projects and programs to improve the overall operation of the department and the larger criminal justice system.
4. Direct the development of departmental negotiating positions, implementation procedures, and monitoring mechanisms for complex jail contracts.
5. Examine the impact of legislative, judicial and policy changes on the department's operations and on the criminal justice system.
6. Develop the department's state and federal legislative agenda and provide legislative support to the Executive, King County Council, and Criminal Justice Council.
7. Design data gathering instruments, collect and analyze data, and prepare reports to inform departmental and criminal justice committees and work groups regarding strategic initiatives and for budget purposes.
8. Respond to wide range of requests for inmate data.
9. Participate in the efforts of the Integrated Regional Jail initiative.
10. Provide supervision to staff within this unit.

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Please see front page of this announcement for application instructions, job description and related position details. Please note: A resume will not substitute for the official King County application forms, or additional application materials required.

QUALIFICATIONS: Bachelor's degree in government, public policy, economics, or related field; a minimum of three years of work experience involving complex planning and research within the criminal justice system; proficiency in word processing, presentation, and analytical software; and effective oral and written communication skills.

NECESSARY SPECIAL REQUIREMENTS: The selected candidate must pass a thorough background investigation including polygraph examination.

UNION MEMBERSHIP: None - This is a non-represented position.

SELECTION PROCESS: In addition to screening for minimum qualifications and timeliness, applications will also be screened for clarity and completeness. Competitive applicants may be invited to participate in a series of panel interviews and/or written exercise. Finalist will be required to undergo a thorough background investigation process which will include fingerprinting, police checks and a polygraph examination.

CLASS CODE: 8245